

VRIS UPDATE

Case Record Documentation Requirements Effective 04/15/09 Number 213

SUMMARY OF UPDATES

The Case Record Documentation Requirements document has been revised to include the documentation required for “Referrals Previously Terminated Unsuccessful” (page1) and “Dealing with Client No Show(s)/Cancelled Appointment(s)” (page16).

The document was also updated with hyperlinks to relevant Program Manual chapters throughout the document. The Program Manual hyperlinks are in the first column. The third column continues to include links to case service forms and worksheets.

VRIS POSTING

The document is posted in two places on VRIS.

1. VRIS: Program Manual” Policy: [Case Record Documentation Requirements](#).
2. VRIS: Material: Case Service Forms and Worksheets: [Case Record Documentation Requirements](#).

TEAM COMMUNICATION

For current staff, review the two documentation requirements noted above at a team meeting.

For new staff, introduce this document early in their training and continue to use to the document in throughout their training. Program Directors will also be using this document in both their New Staff Training at State Office and when working with staff in the local offices.

LEADERSHIP CONTACT

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